

Regular Meeting of the Shelton Public Schools Board of Education
Monday, September 13, 2021
the Elementary Conference Room
7:00 PM Central

1. Call to order and roll call
2. Routine matters
 - 2.a. Review and approve minutes
 - 2.b. Review and approve claims
3. Request to address the Board of Education
4. Reports
 - 4.a. Financial Report
 - 4.b. Board Report
 - 4.c. Superintendent's Report
 - 4.d. Principal's Report
5. New Business
 - 5.a. Discussion regarding NDE Health Education Standards
 - 5.b. Discussion and decision regarding the Employee Assistance Program continuation for the 21-22 school year.
 - 5.c. Review or revise policies 4012 through 4021
6. Old Business
7. Adjournment

Regular Meeting of the Shelton Public Schools Board of Education

Monday, August 16, 2021

the Elementary Conference Room

7:30 PM

President Lewis called the Regular Meeting of the Shelton Public Schools Board of Education to order at 7:30 PM on Monday, August 16, 2021 in the Elementary Conference Room. The meeting was advertised in accordance to Policy 2003. An open meetings poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Joe Berglund: Present, Kay Johnson: Present, Chris Lewis: Present, Russ Muhlback: Present, Emmy Power: Present, Lisa Stewart: Present. Present: 6.

Two visitors were present. Administrators Gannon, Kenton and Meyer were present. 2. Routine matters

2.a. Review and approve minutes

Motion made by Chris Lewis seconded by Lisa Stewart to approve the minutes from the July 12, 2021 Regular meeting, Special Hearing meeting regarding Policy 9003, and Special Hearing meeting regarding policy 8021 as presented. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlback: Yea, Emmy Power: Yea, Lisa Stewart: Yea
Yea: 6, Nay: 0

2.b. Review and approve claims

Motion made by Emmy Power seconded by Joe Berglund to approve claims 54318- 54439 in the amount of \$286,319.22 plus regular payroll. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlback: Yea, Emmy Power: Yea, Lisa Stewart: Yea
Yea: 6, Nay: 0

3. Request to address the Board of Education

Abby Carmen addressed the Board in opposition of the proposed Nebraska health education standards

4. Reports

4.a. Financial Report

Dr. Gannon gave a update on the financial status of the District.

4.b. Board Report

Members of the Board discussed adding the NDE Standards to the agenda next

month 4.c. Superintendent's Report

Dr. Gannon reported on the sessions she attended at Administrator Days, along with some valuable takeaways. She also informed the Board of two new committees that have been created: one that will focus on the mental health of the staff, and a second that will serve as a Teacher Leadership Team.

4.d. Principal's Report

Mr. Kenton reported there are 285 students enrolled in PK-12. He also reported on the Administrator Days, Professional Development days, and Staff instructional meetings that took place this past month for both Staff and Administrators. Kindergarten orientation, 7th Grade orientation, Technology Roll-out and Elementary Open House all took place last week and were well attended. There are 17 students enrolled in both the morning and afternoon pre-school which will start Aug 23rd. HS and JH Fall sports are underway with HS Gatorade Scrimmages scheduled for 8/19 and 8/20.

5. New Business

5.a. Consideration to approve a revised contract with ESU 10 for Title I funding supports

Motion made by Lisa Stewart seconded by Russ Muhlbach to approve the revised contract through ESU 10 for Title I funding support. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

5.b. Reset adult meal prices to reflect recommendations from NDE

Motion made by Russ Muhlbach seconded by Lisa Stewart to approve the adult meal prices as reflected from recommendations from the NDE as presented. Vote: Passed Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

5.c. Discussion regarding ESSER III funds

Dr. Gannon shared the results from the Esser III survey

5.d. Consideration to approve a contract with ESU 10 for a Licensed Mental Health Practitioner to serve students one day a week during the 2021-22 school year to be paid with ESSER III funds

Motion made by Lisa Stewart seconded by Kay Johnson to approve the contract with ESU 10 for a Licensed Mental Health Practitioner for the 2021-2022 school year. Vote: Passed Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

5.e. Consideration to designate old band uniforms and lockers as surplus

Motion made by Chris Lewis seconded by Joe Berglund to designate the old band uniforms and lockers as surplus. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

5.f. Review or revise policies 4003-4011

Motion made by Russ Muhlbach seconded by Lisa Stewart to approve Policies 4004: Gate Receipts and Admissions, 4009: General Purchasing and Procurement, and 4010: School Activities Fund as amended; and approve the review of Policies 4003: State and Federal Funding, 4005: Income from School Sales and/or Services; 4006: Bonded Employees and Officers, 4007: Financial Reports and Statements, 4008: Audits, and 4011: Payment Procedures as presented. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

6. Old Business

6.a. Discussion and action to approve the Shelton Return to School Plan

Motion made by Chris Lewis seconded by Lisa Stewart to approve the Shelton Return to School plan as revised. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

7. Adjournment

Motion made by Russ Muhlbach seconded by Emmy Power to adjourn at 10:02 PM. Vote: Passed

Joe Berglund: Yea, Kay Johnson: Yea, Chris Lewis: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea

Yea: 6, Nay: 0

Respectfully Submitted,
Emmy Power, Secretary

Budget Workshop
Monday, August 23, 2021
the Elementary Conference Room
6:00 PM

Vice-President Mulbach called the Budget Workshop to order at 6:00 PM on Monday, August 23, 2021 in the Elementary Conference Room. The meeting was advertised in accordance with Policy 2003. An open meeting poster, agendas and procedures to address the Board of Education were available to visitors.

1. Call to order and roll call

Joe Berglund: Present, Kay Johnson: Present, Chris Lewis: Absent, Russ Muhlbach: Present, Emmy Power: Present, Lisa Stewart: Present. Present: 5, Absent: 1.

One visitor was present. Administrator Dr. Gannon was present.

Motion made by Russ Muhlbach seconded by Joe Berglund to excuse Chris Lewis from tonight's meeting. Vote: Passed

Chris Lewis: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea
Yea: 5, Nay: 0, Absent: 1

2. Request to address the Board of Education

There were no requests to address the Board.

3. Discussion regarding the 21-22 Budget

Carl Dietz and Dr. Gannon put on a budget workshop and recommendations for the 2021-22 budget were discussed with the Board.

4. Discussion regarding hourly wage for kitchen staff

Discussed adjusting the starting wage of the kitchen staff

5. Adjournment

Motion made by Russ Muhlbach seconded by Lisa Stewart to adjourn tonight's budget workshop at 8:02 PM. Vote: Passed

Chris Lewis: Absent, Joe Berglund: Yea, Kay Johnson: Yea, Russ Muhlbach: Yea, Emmy Power: Yea, Lisa Stewart: Yea
Yea: 5, Nay: 0, Absent: 1

Respectfully Submitted,
Emmy Power, Secretary

Petty Cash Reimbursement - 8-25-21 - 9-1-2021

Date	Check #	Vendor	Cost	Program	Amount
8/25/21	3356	Business Card		Admin Lunches	\$95.40
		Card #8527		Admin Dues/Fees	\$99.99
		Admin Lunches	\$95.40	SPED ELEM	\$9.99
		Admin Dues/Fees	\$99.99	Elem Teaching Supplies	\$265.42
		Card #8377		Sec. Periodicals	\$15.99
		SPED Elem	\$9.99	Technology - Principal	\$75.96
		Elem Teaching Supplies	\$265.42	Extra Curricular Misc	\$217.02
		Sec. Periodicals	\$15.99	Travel/Secondary	\$54.00
		Technology - Principal?	\$75.96	Board Misc	\$95.31
		Card #2674		Athletics	\$487.85
		Extra Curric Misc	\$217.02	Postage	\$60.00
		Travel/Secondary	\$54.00	FFA	\$168.82
		Board Misc	\$64.53	Class of 2021	\$29.00
		Card #4738			
8/26/21	3357	Athletics - Golf Course Rental	\$487.85		
8/31/21	3358	Shelton Postage	\$60.00		
9/1/21	3359	Capital One - Walmart			
		FFA	\$168.82		
		Class of 2021	\$29.00		
		Board Misc	\$30.78		
		Total	\$1,674.75		\$1,674.75

Shelton Public Schools

Check Register Report by Check Number

Bank: [All]; Bank Account: [All]; Begin Check Number: 54450; End Check Number: 54524; Check Status: Paid; Created On: 9/10/2021 10:13:49 AM

Bank	Account Number				
Paid Date	Check Number	Type	Vendor Name	Amount	Check Status
9/13/2021	54450	Payroll Liability	Principal Life Insurance Co	\$870.20	Paid
9/13/2021	54451	Payroll Liability	Aflac	\$2,016.67	Paid
9/13/2021	54452	Payroll Liability	Blue Cross Blue Shield	\$57,187.61	Paid
9/13/2021	54453	Payroll Liability	Colonial Life & Accident Insurance Co	\$39.75	Paid
9/13/2021	54454	Payroll Liability	Companion Insurance Company	\$109.50	Paid
9/13/2021	54455	Payroll Liability	Credit Management Services, Inc.	\$207.64	Paid
9/13/2021	54456	Payroll Liability	Dist. 19 Payroll Acct.	\$7,204.00	Paid
9/13/2021	54457	Payroll Liability	District 19 Payroll Acct.	\$46,122.77	Paid
9/13/2021	54458	Payroll Liability	Horace Mann Life Insurance Co	\$50.00	Paid
9/13/2021	54459	Payroll Liability	Payroll Account - Dist 19	\$475.00	Paid
9/13/2021	54460	Payroll Liability	Shelton School Payroll Acct.	\$37,986.90	Paid
9/13/2021	54461	Payroll Liability	Vision Service Plan	\$415.39	Paid
9/9/2021	54462	Accounts Payable	AcroMat	\$414.26	Paid
9/9/2021	54463	Accounts Payable	Amplify Education, Inc.	\$2,400.00	Paid
9/9/2021	54464	Accounts Payable	Bio Corporation	\$895.18	Paid
9/9/2021	54465	Accounts Payable	Black Hills Energy	\$413.79	Paid
9/9/2021	54466	Accounts Payable	Blick Art Materials	\$326.80	Paid
9/9/2021	54467	Accounts Payable	Builders How-to Warehouse	\$153.07	Paid
9/9/2021	54468	Accounts Payable	Cash-wa Distributing Co.	\$1,120.33	Paid
9/9/2021	54469	Accounts Payable	Clipper Publishing Co., Inc.	\$2,822.04	Paid
9/9/2021	54470	Accounts Payable	Computer Hardware, Inc.	\$624.00	Paid
9/9/2021	54471	Accounts Payable	Culligan	\$45.00	Paid
9/9/2021	54472	Accounts Payable	DAS State Accounting - Central Finance	\$466.92	Paid
9/9/2021	54473	Accounts Payable	Decker Equipment	\$39.95	Paid
9/9/2021	54474	Accounts Payable	Demco	\$89.28	Paid
9/9/2021	54475	Accounts Payable	Eakes Office Solutions	\$1,121.56	Paid
9/9/2021	54476	Accounts Payable	Educational Service Unit #10	\$11,571.98	Paid
9/9/2021	54477	Accounts Payable	Egan Supply Co.	\$246.26	Paid
9/9/2021	54478	Accounts Payable	Embassy Suites - Lincoln	\$1,208.00	Paid
9/9/2021	54479	Accounts Payable	ESU Coordinating Council	\$2,117.00	Paid
9/9/2021	54480	Accounts Payable	Glass Doctor of Central Nebraska	\$319.32	Paid
9/9/2021	54481	Accounts Payable	Harvest of Harmony	\$125.00	Paid
9/9/2021	54482	Accounts Payable	Heartland Disposal, Inc.	\$299.00	Paid
9/9/2021	54483	Accounts Payable	Holmes Plbg & Htg Supply Co.	\$152.76	Paid
9/9/2021	54484	Accounts Payable	IXL Learning	\$3,825.00	Paid
9/9/2021	54485	Accounts Payable	Jaylea Pope	\$42.00	Paid
9/9/2021	54486	Accounts Payable	K & K	\$1,515.05	Paid
9/9/2021	54487	Accounts Payable	Kapco	\$146.65	Paid
9/9/2021	54488	Accounts Payable	KSB School Law PC LLO	\$850.00	Paid
9/9/2021	54489	Accounts Payable	Larry's Market	\$265.80	Paid
9/9/2021	54490	Accounts Payable	LaserTec Of Nebraska, Inc.	\$589.90	Paid
9/9/2021	54491	Accounts Payable	Laura Pardo	\$84.00	Paid
9/9/2021	54492	Accounts Payable	Loup Valley Lighting, Inc.	\$502.20	Paid
9/9/2021	54493	Accounts Payable	Todd C. Sutton	\$83.00	Paid
9/9/2021	54494	Accounts Payable	Masters True Value	\$422.45	Paid
9/9/2021	54495	Accounts Payable	Matheson Tri-Gas, Inc.	\$77.71	Paid
9/9/2021	54496	Accounts Payable	McGraw-Hill, LLC	\$3,587.24	Paid
9/9/2021	54497	Accounts Payable	MCI	\$66.41	Paid
9/9/2021	54498	Accounts Payable	Midwest Alarm Servces	\$127.50	Paid
9/9/2021	54499	Accounts Payable	N2Y,LLC	\$199.68	Paid

9/9/2021	54500	Accounts Payable	NASB ALICAP	\$75.00	Paid
9/9/2021	54501	Accounts Payable	Nebraska Air Filter, Inc.	\$1,325.86	Paid
9/9/2021	54502	Accounts Payable	Nebraska Central Telephone Co	\$327.14	Paid
9/9/2021	54503	Accounts Payable	Nebraska Public Power Dist.	\$5,553.95	Paid
9/9/2021	54504	Accounts Payable	Nebraska Rural Community Schools Association	\$850.00	Paid
9/9/2021	54505	Accounts Payable	Nebraska Safety Center @ UNK	\$250.00	Paid
9/9/2021	54506	Accounts Payable	Optum	\$150.00	Paid
9/9/2021	54507	Accounts Payable	Orkin Pest Control	\$1,051.20	Paid
9/9/2021	54508	Accounts Payable	PEAREduc	\$530.00	Paid
9/9/2021	54509	Accounts Payable	Scholastic, Inc.	\$130.90	Paid
9/9/2021	54510	Accounts Payable	School Mate	\$546.95	Paid
9/9/2021	54511	Accounts Payable	Scott-Hourigan Co.	\$89.67	Paid
9/9/2021	54512	Accounts Payable	Shelton School Petty Cash	\$989.08	Paid
9/9/2021	54513	Accounts Payable	Silver Lake High School	\$288.00	Paid
9/9/2021	54514	Accounts Payable	Supply Master	\$548.00	Paid
9/9/2021	54515	Accounts Payable	SWAY MEDICAL, INC.	\$379.30	Paid
9/9/2021	54516	Accounts Payable	SYNCB/AMAZON	\$2,438.60	Paid
9/9/2021	54517	Accounts Payable	Teachers Pay Teachers	\$170.99	Paid
9/9/2021	54518	Accounts Payable	Village Of Shelton	\$948.78	Paid
9/9/2021	54519	Accounts Payable	Kevin Willis	\$641.03	Paid
9/9/2021	54520	Accounts Payable	Woodward Disposal Service, Inc.	\$25.00	Paid
9/9/2021	54521	Accounts Payable	Xerox Financial Services	\$504.24	Paid
9/9/2021	54522	Accounts Payable	Yanda's Music	\$244.97	Paid
9/20/2021	54523	Payroll Liability	Dist. 19 Payroll Acct.	\$1,294.48	Paid
9/20/2021	54524	Payroll Liability	District 19 Payroll Acct.	\$6,370.58	Paid
Sub Total				\$217,765.24	
Grand Total				\$217,765.24	

Shelton Public Schools

Check Listing Report

Accounting Cycle: FY21-22; Begin Date: 09/01/2021; End Date: 09/30/2021; Bank: [All]; Sort By Element: FUND; Account Expression: ([FUND] = "01"); Created On: 9/10/2021 10:12:21 AM

Check Date	Check Number	Payee	Description	Type	Amount
09/09/2021	54462	AcroMat	Custodial Supplies - Moisturizing Foam	Accounts Payable	\$414.26
09/09/2021	54463	Amplify Education, Inc.	CKLA 2nd Edition Training - Title IV	Accounts Payable	\$2,400.00
09/09/2021	54464	Bio Corporation	HS Science - Supplies	Accounts Payable	\$895.18
09/09/2021	54465	Black Hills Energy	Energy	Accounts Payable	\$413.79
09/09/2021	54466	Blick Art Materials	Art Supplies - Elem/HS	Accounts Payable	\$320.57
09/09/2021	54466	Blick Art Materials	Art Supplies	Accounts Payable	\$6.23
09/09/2021	54467	Builders How-to Warehouse	Custodial Supplies	Accounts Payable	\$68.63
09/09/2021	54467	Builders How-to Warehouse	Custodial Supplies	Accounts Payable	\$36.98
09/09/2021	54467	Builders How-to Warehouse	Custodial Supplies	Accounts Payable	\$34.98
09/09/2021	54467	Builders How-to Warehouse	Custodial Supplies	Accounts Payable	\$17.49
09/09/2021	54467	Builders How-to Warehouse	Custodial Supplies	Accounts Payable	\$13.48
09/09/2021	54467	Builders How-to Warehouse	Credit for Invoice number 1332636	Accounts Payable	(\$18.49)
09/09/2021	54468	Cash-wa Distributing Co.	Custodial Supplies - Tissue/Can Liners	Accounts Payable	\$591.68
09/09/2021	54468	Cash-wa Distributing Co.	Custodial Supplies - Towels/Tissue	Accounts Payable	\$528.65
09/09/2021	54469	Clipper Publishing Co., Inc.	Personnel Ads, Admin Supplies, Library Periodicals	Accounts Payable	\$221.50
09/09/2021	54469	Clipper Publishing Co., Inc.	Board Advertising - Back-to School Ad, School Calendar, Advt. Kindergarten	Accounts Payable	\$2,284.58
09/09/2021	54469	Clipper Publishing Co., Inc.	Board Advertising - Budget Workshop, notice of meetings	Accounts Payable	\$151.18
09/09/2021	54469	Clipper Publishing Co., Inc.	Public Hearings/Minutes	Accounts Payable	\$164.78
09/09/2021	54470	Computer Hardware, Inc.	REAP - EPSON Projector	Accounts Payable	\$624.00
09/09/2021	54471	Culligan	Custodial Repair/Maint - RO System	Accounts Payable	\$45.00
09/09/2021	54472	DAS State Accounting - Central Finance	Distance Learning	Accounts Payable	\$466.92
09/09/2021	54473	Decker Equipment	NE Flag - Board Misc	Accounts Payable	\$39.95
09/09/2021	54474	Demco	Library - Clear Glossy Label Protectors/Jacket Covers	Accounts Payable	\$89.28
09/09/2021	54475	Eakes Office Solutions	Elem Supplies	Accounts Payable	\$210.42
09/09/2021	54475	Eakes Office Solutions	Teaching Supplies - Elem	Accounts Payable	\$22.09
09/09/2021	54475	Eakes Office Solutions	Teaching Supplies - Elem	Accounts Payable	\$2.64
09/09/2021	54475	Eakes Office Solutions	Teaching Supplies - Sec/Elem	Accounts Payable	\$25.54
09/09/2021	54475	Eakes Office Solutions	Sec Teaching	Accounts Payable	\$25.92
09/09/2021	54475	Eakes Office Solutions	Sec/Elem - Teaching Supplies	Accounts Payable	\$142.08
09/09/2021	54475	Eakes Office Solutions	Teaching Supplies - Sec/Elem	Accounts Payable	\$63.85
09/09/2021	54475	Eakes Office Solutions	Paper - Elem/Sec	Accounts Payable	\$169.95
09/09/2021	54475	Eakes Office Solutions	Secondary Supplies	Accounts Payable	\$9.20
09/09/2021	54475	Eakes Office Solutions	Teaching Supplies - Elem	Accounts Payable	\$42.83
09/09/2021	54475	Eakes Office Solutions	Elem Supplies	Accounts Payable	\$24.63
09/09/2021	54475	Eakes Office Solutions	Teaching Supplies - Sec	Accounts Payable	\$43.92
09/09/2021	54475	Eakes Office Solutions	Elem/Sec Supplies	Accounts Payable	\$62.30

09/09/2021	54475	Eakes Office Solutions	Teaching Supplies - Sec/Elem	Accounts Payable	\$15.32
09/09/2021	54475	Eakes Office Solutions	Teaching Supplies - Sec/Elem	Accounts Payable	\$25.92
09/09/2021	54475	Eakes Office Solutions	Teaching Supplies - Elem/Sec	Accounts Payable	\$179.95
09/09/2021	54475	Eakes Office Solutions	Lease Agreements for Printers	Accounts Payable	\$55.00
09/09/2021	54476	Educational Service Unit #10	Title IA Services	Accounts Payable	\$2,375.00
09/09/2021	54476	Educational Service Unit #10	6408 -\$536.20, 6406 -\$466.91, Technology Supplies - \$451.25 (Elem), \$567.25 (Sec), Professional Dev - \$120, SIS (Elem)-\$3,240.19, Sec - \$3240.18, Principal Supplies-\$250 Elem, \$250 Sec, Office of Princ - Sec(37.50), Elem (37.50)	Accounts Payable	\$9,196.98
09/09/2021	54477	Egan Supply Co.	Custodial Supplies	Accounts Payable	\$246.26
09/09/2021	54478	Embassy Suites - Lincoln	Extra Curr. Travel - Coaches Clinic	Accounts Payable	\$1,208.00
09/09/2021	54479	ESU Coordinating Council	REAP - Securly 360 Cloud	Accounts Payable	\$2,117.00
09/09/2021	54480	Glass Doctor of Central Nebraska	Custodial Repair/Maintenance - Alignment issues with doors	Accounts Payable	\$319.32
09/09/2021	54481	Harvest of Harmony	Extra Curricular Dues & Fees	Accounts Payable	\$125.00
09/09/2021	54482	Heartland Disposal, Inc.	Trash Removal	Accounts Payable	\$299.00
09/09/2021	54483	Holmes Plbg & Htg Supply Co.	Custodial Supplies	Accounts Payable	\$20.91
09/09/2021	54483	Holmes Plbg & Htg Supply Co.	Custodial Supplies	Accounts Payable	\$131.85
09/09/2021	54484	IXL Learning	IXL Site Licenses - (Grade K-8) Math and ELA	Accounts Payable	\$3,825.00
09/09/2021	54485	Jaylea Pope	College Textbook	Accounts Payable	\$42.00
09/09/2021	54486	K & K	Fuel/SPED Fuel	Accounts Payable	\$1,515.05
09/09/2021	54487	Kapco	Library - Book Covers	Accounts Payable	\$146.65
09/09/2021	54488	KSB School Law PC LLO	Participation in KSB Webinars	Accounts Payable	\$850.00
09/09/2021	54489	Larry's Market	Board Misc - Picnic, Science, Art	Accounts Payable	\$281.60
09/09/2021	54489	Larry's Market	Credit - Board Misc for Buns	Accounts Payable	(\$15.80)
09/09/2021	54490	LaserTec Of Nebraska, Inc.	Copy Machine Lease	Accounts Payable	\$224.42
09/09/2021	54490	LaserTec Of Nebraska, Inc.	Copy Machine Lease	Accounts Payable	\$365.48
09/09/2021	54491	Laura Pardo	Board Misc - Burritos for LeAnne's Retirement Breakfast	Accounts Payable	\$84.00
09/09/2021	54492	Loup Valley Lighting, Inc.	Custodial Supplies - Lights	Accounts Payable	\$502.20
09/09/2021	54493	M&K Electric	Custodial Repair/Main - Replace computer board	Accounts Payable	\$83.00
09/09/2021	54494	Masters True Value	Custodial Supplies	Accounts Payable	\$58.87
09/09/2021	54494	Masters True Value	Custodial Supplies	Accounts Payable	\$363.58
09/09/2021	54495	Matheson Tri-Gas, Inc.	Ag Supplies	Accounts Payable	\$77.71
09/09/2021	54496	McGraw-Hill, LLC	ESSER II - Study Sync 11	Accounts Payable	\$3,587.24
09/09/2021	54497	MCI	Telephone	Accounts Payable	\$66.41
09/09/2021	54498	Midwest Alarm Services	Service Call/Labor - Custodial Maint/Repair	Accounts Payable	\$127.50
09/09/2021	54499	N2Y,LLC	Elem/HS SPED - News Articles	Accounts Payable	\$199.68
09/09/2021	54500	NASB ALICAP	NASB Membership Meeting	Accounts Payable	\$75.00
09/09/2021	54501	Nebraska Air Filter, Inc.	Custodial Supplies - Filters	Accounts Payable	\$1,150.00
09/09/2021	54501	Nebraska Air Filter, Inc.	Custodial Supplies - Filters	Accounts Payable	\$175.86
09/09/2021	54502	Nebraska Central Telephone Co	Telephone	Accounts Payable	\$327.14
09/09/2021	54503	Nebraska Public Power Dist.	Electricity	Accounts Payable	\$31.58
09/09/2021	54503	Nebraska Public Power Dist.	Electricity	Accounts Payable	\$67.11
09/09/2021	54503	Nebraska Public Power Dist.	Electricity	Accounts Payable	\$4,039.62

09/09/2021	54503	Nebraska Public Power Dist.	Electricity	Accounts Payable	\$1,415.64
09/09/2021	54504	Nebraska Rural Community Schools	NRCSA Membership Dues	Accounts Payable	\$850.00
09/09/2021	54505	Nebraska Safety Center @ UNK	Pupil Transportation	Accounts Payable	\$250.00
09/09/2021	54506	Optum	FSA Plan - Admin	Accounts Payable	\$150.00
09/09/2021	54507	Orkin Pest Control	Sept 2021-Maint Repair	Accounts Payable	\$1,051.20
09/09/2021	54508	Pearson Education, Inc.	Elementary SPED - Testing Supplies	Accounts Payable	\$180.00
09/09/2021	54508	Pearson Education, Inc.	Elementary SPED - Testing Supplies	Accounts Payable	\$350.00
09/09/2021	54509	Scholastic, Inc.	Principal Supplies - Scholastic News2	Accounts Payable	\$130.90
09/09/2021	54510	School Mate	Sec. Teaching Supply - Planner	Accounts Payable	\$83.75
09/09/2021	54510	School Mate	Elem Supplies	Accounts Payable	\$303.60
09/09/2021	54510	School Mate	Elem Teaching Supplies - Planners	Accounts Payable	\$159.60
09/09/2021	54511	Scott-Hourigan Co.	Custodial Supplies - Sprinkler	Accounts Payable	\$89.67
09/09/2021	54512	Shelton School Petty Cash	Reimbursement for 8-25-21 - 9-1-2021	Accounts Payable	\$989.08
09/09/2021	54513	Silver Lake High School	TVC - Coaches Dinner	Accounts Payable	\$288.00
09/09/2021	54514	Supply Master	Reap - Headset	Accounts Payable	\$548.00
09/09/2021	54515	SWAY MEDICAL, INC.	ECM-1-21 - Annual Subscription Fee	Accounts Payable	\$379.30
09/09/2021	54516	SYNCB/AMAZON	Furniture/Equipment, Sec. Misc. HS, Elem, Technology	Accounts Payable	\$2,438.60
09/09/2021	54517	Teachers Pay Teachers	Secondary Teaching Supplies	Accounts Payable	\$170.99
09/09/2021	54518	Village Of Shelton	Water/Sewage	Accounts Payable	\$948.78
09/09/2021	54519	Willis Repair, LLC	custodial supplies	Accounts Payable	\$49.93
09/09/2021	54519	Willis Repair, LLC	Custodial Supplies	Accounts Payable	\$15.44
09/09/2021	54519	Willis Repair, LLC	Vehicle Repair/Maint	Accounts Payable	\$119.08
09/09/2021	54519	Willis Repair, LLC	Vehicle Repair/Maint	Accounts Payable	\$456.58
09/09/2021	54520	Woodward Disposal Service, Inc.	Document Destruction	Accounts Payable	\$25.00
09/09/2021	54521	Xerox Financial Services	Copy Machine Lease	Accounts Payable	\$378.00
09/09/2021	54521	Xerox Financial Services	Copy Machine Lease	Accounts Payable	\$126.24
09/09/2021	54522	Yanda's Music	Music/Instrument Repair	Accounts Payable	\$215.18
09/09/2021	54522	Yanda's Music	Music/Instrument Repair	Accounts Payable	\$29.79
Sub Total					\$57,414.75

DISTRICT 19 FINANCIAL STATUS AS OF AUGUST 31,2021

CASH RESERVES:

GENERAL FUND CASH RESERVE	(8/31/21 Interest + \$518.58)	\$96,042.15
SPECIAL BUILDING CASH RESERVE		\$66,911.19
TOTAL CASH RESERVE ACCOUNTS		\$162,953.34

CDs:

GENERAL FUND CR SAVINGS 5882		\$295,496.70
		\$295,496.70
UNEMPLOYMENT SAVINGS 5891		\$26,554.87
VEH/BUS ACQ. Savings #9457		\$41,675.27
TECHNOLOGY ACQ SAVINGS # 5918		\$51,193.29
PARKING LOT DEPR. SAVINGS #5909		\$70,289.69
BAND UNIFORM SAVINGS #5900		\$32,203.73
HVAC Savings #9475		\$104,929.13
	TOTAL DEPRECIATION CDs	\$300,291.11
TOTAL SAVINGS		\$622,342.68
TOTAL OF DISTRICT FUNDS		\$785,296.02

TAXES:

	<u>GENERAL</u>	<u>BUILDING</u>	<u>FUND TOTALS:</u>	
BUFFALO	\$39,545.73	\$624.69	GENERAL	\$391,538.85
HALL	\$5,502.29	\$68.30	DEPRECIATION	\$300,291.11
ADAMS	\$0.00	\$0.00	LUNCH	\$25,587.91
KEARNEY	\$14.76	\$0.35	SPECIAL BLDG	66,911.19
TOTAL TAXES	\$45,062.78	\$693.34		

SHELTON PUBLIC SCHOOLS: GENERAL FUND MONTHLY COMPARISON

	2019-20	2020-21
Sept. Expenditures Reported @ Board Mtg	230,225.00	221,441.00
Sept. Net Payroll	183,969.00	154,292.00
Sept. EOM Expenditures	-	-
Total Sept. Expenditures	\$ 414,194.00	\$ 375,733.00
Percent of Budget Spent	7.18%	6.25%
Cash On Hand	\$ 782,971.00	\$ 1,279,562.89
Oct. Expenditures Reported @ Board Mtg	221,233.00	220,279.00
Oct. Net Payroll	153,853.00	153,801.00
Oct. EOM Expenditures		
Total Oct. Expenditures	375,086.00	374,080.00
Accumulated Totals	\$ 789,280.00	\$ 749,813.00
Percent of Budget Spent	6.50%	6.22%
Cash On Hand	\$ 1,196,928.00	\$ 1,238,265.00
Nov. Expenditures Reported @ Board Mtg	219,196.00	225,593.00
Nov. Net Payroll	154,729.00	157,908.00
Nov. EOM Expenditures	-	-
Total Nov. Expenditures	373,925.00	383,501.00
Accumulated Totals	\$ 1,163,205.00	\$ 1,133,314.00
Percent of Budget Spent	6.48%	6.38%
Cash On Hand	\$ 1,259,187.00	\$ 946,507.90
Dec. Expenditures Reported @ Board Mtg	233,418.00	217,069.00
Dec. Net Payroll	155,981.00	152,404.00
Dec. EOM Expenditures	-	-
Total Dec. Expenditures	389,399.00	369,473.00
Accumulated Totals	\$ 1,552,604.00	\$ 1,502,787.00
Percent of Budget Spent	6.75%	6.14%
Cash On Hand	\$ 838,340.00	\$ 667,873.95
Jan. Expenditures Reported @ Board Mtg	215,742.00	197,420.00
Jan. Net Payroll	156,154.00	148,885.00
Jan. EOM Expenditures	-	-
Total Jan. Expenditures	371,896.00	346,305.00
Accumulated Totals	\$ 1,924,500.00	\$ 1,849,092.00
Percent of Budget Spent	6.45%	5.76%
Cash On Hand	\$ 657,342.00	\$ 801,434.00
Feb. Expenditures Reported @ Board Mtg	190,946.00	206,032.00
Feb. Net Payroll	156,625.00	150,184.00
Feb. EOM Expenditures	-	-
Total Feb. Expenditures	347,571.00	356,216.00
Accumulated Totals	\$ 2,272,071.00	\$ 2,205,308.00
Percent of Budget Spent	6.03%	5.92%
Cash On Hand	\$ 704,006.00	\$ 759,347.00

	2019-20	2020-21
Mar. Expenditures Reported @ Board Mtg	206,760.00	202,274.00
Mar. Net Payroll	152,173.00	151,673.00
Mar. EOM Expenditures	-	-
Total Mar. Expenditures	358,933.00	353,947.00
Accumulated Totals	\$ 2,631,004.00	\$ 2,559,255.00
Percent of Budget Spent	6.22%	5.88%
Cash On Hand	\$ 750,055.00	\$ 670,187.00
April Expenditures Reported @ Board Mtg	198,242.00	204,634.00
April Net Payroll	148,327.00	153,248.00
April EOM Expenditures	-	-
Total April Expenditures	346,569.00	357,882.00
Accumulated Totals	\$ 2,977,573.00	\$ 2,917,137.00
Percent of Budget Spent	6.01%	5.95%
Cash On Hand	\$ 621,213.00	\$ 651,643.00
May Expenditures Reported @ Board Mtg	193,631.00	251,846.00
May Net Payroll	144,085.00	154,483.00
May EOM Expenditures	-	-
Total May Expenditures	337,716.00	406,329.00
Accumulated Totals	\$ 3,315,289.00	\$ 3,323,466.00
Percent of Budget Spent	5.86%	6.75%
Cash On Hand	\$ 604,084.00	\$ 1,435,584.00
June Expenditures Reported @ Board Mtg	181,012.00	230,250.00
June Net Payroll	150,883.00	145,871.00
June EOM Expenditures	-	-
Total June Expenditures	331,895.00	376,121.00
Accumulated Totals	\$ 3,647,184.00	\$ 3,699,587.00
Percent of Budget Spent	5.76%	6.25%
Cash On Hand	\$ 1,319,914.00	\$ 1,425,759.00
July Expenditures Reported @ Board Mtg	198,667.00	286,319.00
July Net Payroll	143,716.00	146,403.00
July EOM Expenditures	-	-
Total July Expenditures	342,383.00	432,722.00
Accumulated Totals	\$ 3,989,567.00	\$ 4,132,309.00
Percent of Budget Spent	5.94%	7.19%
Cash On Hand	\$ 1,447,205.00	\$ 1,110,707.00
August Expenditures Reported @ Board Mtg	398,098.06	\$217,765.00
August Net Payroll	176,548.00	\$171,935.00
August EOM Expenditures	-	-
Total August Expenditures	574,646.06	389,700.00
Accumulated Totals	\$ 4,564,213.06	\$ 4,522,009.00
BUDGET	\$5,766,375.00	\$6,015,673.00
TOTAL % OF BUDGET SPENT =	79.15%	75.17%
Cash On Hand	\$ 785,764.00	\$ 785,296.00

Superintendent Report for September 2021

Ken Schepers Donation

Mr. Schepers sent the district a check for \$25,000. This generous donation is in addition to the scholarship fund that he is working with the Shelton School Foundation to provide. This money will most likely be used to provide new instrument cases for district owned instruments as well as to purchase new chromebook devices for the 7-12 students. The donation won't cover the entire cost of the 7-12 devices, but will be substantial assistance. We have sent Mr. Shepers an information thank you and once we have expended the donation we will send him a more formal thank you letter including pictures of our students with the items purchased using the donated funds.

School Finance

This month I submitted grant applications for ESSER III Funds and High Ability Learner (HAL).

ESSER III Breakdown

- \$10,000 for Mental Health Services
- \$54,000 for high quality instructional materials in core content areas (20% that must be allocated to lost learning)
- \$202,475 HVAC to improve air quality

HAL Breakdown

- \$2,084 for personnel to sponsor JH and HS Quiz Bowl
- \$1,487 for student activities

Buildings and Grounds

Work continues on the new front end for our district HVAC system. The challenge is to integrate the old HVAC units into the new honeywell system. Rassmussen will be here every day in the next week and beyond if necessary to finish this project.

The compressor in the high school unit was replaced on Friday, September 3 and allowed the AC to come back online in the high school wing. The estimated cost for this repair was \$20,000 but the final cost will come in slightly below that. When I receive the final bill I will update the board, but right now it looks like it will be around \$18,703. The new compressor has a 5 year warranty.

Pro Track and Tennis is planning to be here either this weekend or early this week to resurface the high jump pad and the runways. Work has been done to till the dirt around those to smooth

out the ground. Following the track resurfacing we will do one more pass to smooth things out and then plant grass to try and stay ahead of puncture vine and stickers in the spring. This will complete that project.

Health Standards

As anticipated the State Board of Education has postponed the development of Health Standards. Ther official statement is copied below:

The State Board of Education received substantial input on the draft Health Education Standards and recognizes that now is not the time to continue the process. Further, the COVID-19 pandemic has placed varied demands on school districts, parents and families, and communities. The intent of the State Board of Education is to determine the most appropriate time to address the topic of Health Education Standards after the pandemic has concluded, as determined by appropriate national, state and local health officials. The decision to continue the process of developing Health Education Standards must be introduced by a State Board member and supported by a majority vote of the State Board of Education.

NASB COVID-19 and Schools Video

<https://vimeo.com/604186944>

Respectfully submitted,

Dr. Gannon

To: Board of Education
From: Jeff Kenton
Date: September 13, 2021
Re: Board Report

PK-12 Enrollment

- 285 Students

Elementary

- Nebraska Reading Improvement Act (This is done yearly)
 - We have completed our beginning of the year reading assessments and have identified those students in grades K-3 who may have a reading difficulty.
 - All parents of guardians of K-3 grade students are kept informed of their child's reading progress and parents or guardians of students who are identified with a reading difficulty are notified in writing no later than 15 days after the identification.
 - Any student identified with a reading difficulty must be provided a supplemental intervention program.
 - An individual reading improvement plan will be created in collaboration with the parent or guardian and will describe the reading intervention services and support the student will receive through the supplemental reading intervention program
- MAP Tests have been completed and we will share information from those tests at Parent Teacher Conferences
- Parent Teacher Conferences
 - Wednesday 4-8pm and Thursday 8am-noon

Junior High and High School

- MAP Tests have been completed and we will share information from those tests at Parent Teacher Conferences
- Parent Teacher Conferences
 - Wednesday 4-8pm and Thursday 8am-noon

Activities

- VB has 14 girls out
- FB has 37 boys out with 11 of those boys being from Shelton
- CC has 14 out
 - 11 HS
 - 6 Boys
 - 5 Girls
 - 3 Junior High
- JHVB has 34 girls out with 11 of them being from Shelton
- JHFB has 30 boys out with 10 of them being from Shelton

Professional Development

The staff has been working hard to implement the professional development that we have focused on over the past professional development days. Specifically in the areas of Learning Targets, Success Criteria, and Student Teaming.

The administrative team has completed trend walks where we were looking for examples of the professional development that has been taught to staff. We have seen some growth in those previously mentioned areas and we will have data to share with you at a future meeting.

Respectfully Submitted,

Jeff Kenton

EAP and Wellness Services Agreement

This Agreement is made between Wholeness Healing Center, P.C., ("WHC") and Shelton Public Schools (Employer").

Whereas, WHC provides EAP & Wellness Services (collectively referred to as "Services" as hereafter defined); and

Whereas, Employer desires to provide such Services to its employees.

The parties agree that the Employer will purchase Services from WHC for its employees in the manner & on terms & conditions as set forth below:

1. ELIGIBILITY FOR SERVICES: The services provided by WHC under this agreement shall be available to Employer's employees, hereinafter called "Clients". Employer agrees to submit an updated employee roster on a quarterly basis.

2. FEES: For services provided under this agreement, the Employer shall pay WHC an annual fee of

\$2,500 /\$50 per employee (50 employees)

- Price above includes Basic Counseling Services (Exhibit A)
- Price above includes Wellness Options*(Exhibit B)

3. PROGRAM SERVICES: In consideration of payment of the fee, WHC will provide 5 number of services per member, per contract year with a mental health professional. Services may include (based on option a/b from section 2):

Counseling	Separation or Divorce	Hypnosis for Weight-Release*(B)
Communication Skills	Life Coaching	Hypnosis for Smoking Cessation*(B)
Co-Worker Interpersonal Relationships	Drug/Alcohol Evaluation & Treatment	Heart Math*(B)
Spiritual Direction	Compulsive Disorders: (Gambling/Internet)	Peak Performance*(B)
Parenting Skills	Critical Incident Stress Debriefing	Migun Massage Bed
Depression/Stress Anxiety	Anger Control	Energy Enhancement System
Grief Therapy	Neurobiofeedback*(B)	

4.) EMPLOYER SERVICES: WHC will consult with and train appropriate persons within the Employer's organization to identify and resolve job-performance issues relating to employee concerns. The above services shall be limited in quantity to those services purchased by Employer and described in EXHIBIT A & B attached hereto.

5.) TERM AND TERMINATION: This Agreement shall commence November 1, 2020 and continue annually until either party terminates this agreement. After twelve months, this agreement may be terminated, upon sixty days' written notice prior to start of the new contract year.

6.) REPORTS: WHC shall provide annual and quarterly reports to the Employer showing services utilized.

7.) EMPLOYER'S OBLIGATIONS: In addition to payment of fees as provided in paragraph 2 herein, the Employer shall:

- a.) Provide WHC a current employee roster and update such information on a quarterly basis.
- b.) Appoint an employee coordinator to plan & assist implementing the program & act as liaison with the program.
- c.) Provide WHC with a copy of all employment policies currently in force as requested.
- d.) Provide WHC with current health insurance policies and other employee benefits relevant to the program.

8.) CONFIDENTIALITY: Reports & information provided to Employer shall be summaries & shall not identify any employee by name or other identifier. Information regarding any identified or identifiable individual employee shall be confidential and shall not be provided to the Employer without the individual's expressed written consent.

9.) HIPAA PRIVACY RULE: WHC agrees to the provisions of the CONFIDENTIALITY requirements to protect the interest of all parties and agrees to provide each client with the appropriate HIPAA documentation.

10.) MISCELLANEOUS: The laws of the State of Nebraska shall govern this agreement. This agreement may not be assigned, except in regards to WHC affiliates to provide additional options for services, without the written agreement of both parties. The foregoing constitutes the entire agreement of the parties and supersedes all prior agreements either oral or written.

IN WITNESS WHEREOF, the parties have executed this agreement this 14 day of October

By signing below, I agree that I have proper authority to commit to this agreement & authorize services for the company stated.

Wholeness Healing Center

Signature: Deirdre Bauman
Wholeness Healing Center

Employer: Shelton Public Schools

Signature: Shanna Cannon

Title: Superintendent

Shanna Cannon

IMPACT REPORT

Shelton Public Schools

The number of employees covered by your EAP is 50

	# INDIVIDUALS ACCESSING SERVICES				# OF CONTACTS FROM THESE SERVICES				# OF HOURS FROM THESE SERVICES			
	05/01/21-07/31/21		11/01/20-07/31/21		05/01/21-07/31/21		11/01/20-07/31/21		05/01/21-07/31/21		11/01/20-07/31/21	
	#	%	#	%	#	%	#	%	#	%	#	%
ORGANIZATIONAL SERVICES *												
1. Consultations to Supervisors/Managers												
a. On Organization Issues	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
b. On Employee Situations	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
2. Trainings # Other Services **	0(0)	0.00	0(0)	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
3. Critical Incidents**	0(0)	0.00	0(0)	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
4. Web Hits/Pages***	0	0.00	0	0.00	0	0.00	0	0.00				
5. Projects**		Not gathered			0	0.00	0	0.00	0.00	0.00	0.00	0.00
6. Contacts with Organizations Reps			""	""	2	100.00	4	100.00	2.00	100.00	4.00	100.00
7. Administrative Services			""	""	0	0.00	0	0.00	0.00	0.00	0.00	0.00
TOTAL ORGANIZATIONAL SERVICES	0	100.00	0	100.00	2	100.00	4	100.00	2.00	100.00	4.00	100.00
CLINICAL SERVICES - EE'S & FAMILIES ****												
1. Initial Contact - No Open Cas	0	0.00	1	9.09	0	0.00	1	2.08	0.00	0.00	0.25	0.69
2. EAP In Person Cases	1	100.00	10	90.91	8	100.00	47	97.92	5.25	100.00	36.00	99.31
3. EAP Telephonic Cases	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
4. Work Life Services Case	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
5. Groups (**)	0(0)	0.00	0(0)	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00
TOTAL CLINICAL SERVICES	1	100.00	11	100.00	8	100.00	48	100.00	5.25	100.00	36.25	100.00
TOTAL			11									
Total - employees/family accessing EAP YTD			11	22%								
# individuals accessing clinical services			11	22%								
# individuals accessing organizational services			0	0%								

* In organization services, an individual may have been served in more than one service.

** The # in () represents the # of sessions or events in which individuals were served.

*** We multiply total logins to our website by 25% to estimated the number of different individuals using this service.

**** In the individual columns the Clinical Services represent only clients whose cases were opened in the period or YTD. The contacts and hours come from all clients.

IMPACT REPORT

Shelton Public Schools

DASHBOARD REPORT ON EAP SERVICES	GOAL	ANNUALIZED PROGRESS
Utilization (i.e. New cases opened excluding initial contacts)	0%	0%
Impact Rate (i.e. People reached in all Clinical & Organizational Services)	0%	29%
Supervisor Provided Information or Consultation	0%	0%
Client's reached who have or live with Alcohol/Drug Problems (1)	0%	0%
Client's reached with Depression Diagnosis (1)	0%	3%
Seen only by EAP and No Need for Referral to Insurance (1)	0%	19%
QA Client Surveys Returned (2)	0%	0%
QA Client Surveys with Overall Satisfaction (2)	0%	0%

--> None sent

The annualized UTILIZATION RATE for clinical services

this year	0.1%
last year	0.0%
prior year	0.0%
average of	0.0%

The annualized IMPACT RATE = all touched by a service

this year	29.5%
last year	0.0%
prior year	0.0%
average of	9.8%

- Percentages are calculated from the assessed issues for closed cases.
- Survey Return Rate is calculated by processing only those surveys that were sent in the 12 month period which began 15 months before this report period.

$$\text{Survey Return rate} = (\# \text{surveys returned during 15-months prior to report period}) / (\# \text{surveys sent during 12 month period})$$

POLICY 4012: PAYROLL PROCEDURES

Every employee will have their time duly certified by their immediate supervisor and all such payroll will be accumulated and balanced in the office of the Superintendent.

Checks produced by the computer will be signed by the President and Secretary of the Board of Education and school secretary and all appropriate controls will be established on the check signing and validating procedure. An inventory of all unused blank checks will be maintained and available for audit at any time.

All personnel employed regularly either full or part time shall be paid according to a specific schedule generally on the 20th of each month. When the 20th of the month occurs on Saturday or Sunday, the checks will be available the Friday preceding the 20th. In the event payday is during a vacation period, checks will be available to staff at the end of the last school day before vacation commences.

To comply with NPERS regulations, personnel receiving extra pay as sponsors of continuing special activities shall receive this extra pay during the months the activity is in session. In the event the person is assigned to such activity after the beginning of the activity, the payment for the activity will be prorated over the remaining months of the school year.

Adopted on:

Revised on: 1/11/85, 5/8/17

Reviewed on: 1/12/09, 9/9/13

POLICY 4013: REIMBURSEMENT AND MISCELLANEOUS EXPENDITURES

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.

2. This board hereby gives prior approval for board members to attend meetings described in paragraph no. 1. Upon approval by the board president or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging.

a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in paragraph no. 1, and may authorize the payment of such registration costs, tuition costs, fees or charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate.

b. The decision to authorize attendance at such functions shall be made after consideration of the value to the school district of attending the function, the cost of attendance, the availability of funds in the budget, and such other criteria as the decision-maker deems relevant.

c. The school district may pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means. If the use of a personal automobile is authorized, mileage shall be reimbursed at the rate provided by board policy. The cost of meals and lodging, if authorized, shall be reimbursed based upon documented expenditures actually and necessarily incurred.

a. Upon proper authorization, the board shall allow the payment or reimbursement for expenses incurred by board members, employees or volunteers as otherwise specifically permitted by law.

b. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, and for any volunteers

during or immediately following their participation in any activity approved by the board.

c. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$50.00.

d. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$25.00.

Adopted on: 01/12/09

Revised on: 09/15/14

Reviewed on:

POLICY 4014: DEPOSITS

The board of education shall designate the depository or depositories for all school funds. All funds received by the district shall be deposited promptly in the proper account of each such depository. The Federal Deposit Insurance Corporation or a surety bond approved by the board on securities of the United States government pledged by joint custody receipt shall insure all funds.

Funds collected by district employees and by student treasurers shall be handled with prudent business procedures. All funds collected shall be receipted and accounted for and directed without delay to the proper depository. Funds exceeding \$1,000 shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables.

Adopted on: 1/12/09

Revised on:

Reviewed on:

POLICY 4015: BID LETTING AND CONTRACTS

1. General Bidding Policy

- a) At the discretion of the board, contracts may be oral or written, formal or informal, expressed or implied, or true or quasi contracts.
- b) The quality of the product and its suitability for the purpose for which it will be used, not price alone, shall be considered in determining the awarding of contracts.
- c) The board reserves the right to reject any or all bids.

2. Informal Bidding for Moderate Purchases

- a) Written or verbal quotes may be requested on orders of supplies and equipment, new construction, or repair and renovation, when the estimated cost is below \$10,000. Such written quotes shall be kept for reference.
- b) These quotes may be accepted without board action, but shall be requested in writing and shall be kept on file.

3. Formal Bidding for Major Purchases and Construction

- a) The board or superintendent may solicit either quotes or bids for the provision of large orders of supplies and equipment, new construction, repair or renovation, if the estimated amount for the supplies and/or equipment exceeds \$20,000.
- b) The board will advertise for bids when the contemplated expenditure of the project exceeds \$109,000 for the construction, remodeling, or repair of a school-owned building or for site improvement.
- c) The bidding requirements described in this policy shall not apply to emergency expenditures if the district has suffered a disaster, emergency or civil defense emergency as provided for in Nebraska law.
- d) In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$118,000.
- e) Advertising for Bids
 - 1) The superintendent or designee will arrange to advertise for bids

under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

- 2) Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

f) Bid Documents

- (1) The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
- (2) The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
- (3) Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
- (4) If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
- (5) Sealed bids will be opened in a place and at the specific time stated in the bid form. Bidders shall be notified of the opening and invited to be present.
- (6) The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

Adopted on:

Revised on: 7/9/12, 11/14/16

Reviewed on: 7/20/15, 8/17/15

POLICY 4016: CONTROLLING RECEIPTS

1. No person, including school employees, shall be permitted to cash personal checks.
2. All receipt books and deposit books will be pre-numbered.
3. When checks are received, they will be marked on the back "For Deposit Only." They will be listed on deposit slips and deposited weekly, at a minimum, and sooner if the combined receipts of the district's accounts exceed \$1,000.
4. The Hot Lunch Fund shall have deposit ticket numbers and dates put in the corresponding receipt books.
5. Receipt of Monies
 - a. All receipts shall be counted on the date they are received.
 - b. Two or more persons shall count the receipts, record the amount collected on a receipts form, initial it, and give it to the superintendent.
 - c. The monies will then be sealed in an envelope or locked in a money bag and deposited directly at the district's depository institution. If the district's bank is not open or inaccessible, the envelope/money bag may be locked in the district's safe until it can be delivered to the bank.

Adopted on: 1/12/09

Revised on:

Reviewed on:

POLICY 4017: GIFTS, GRANTS AND BEQUESTS

The school district encourages those who wish to make gifts, grants, bequests or devises of property, real or personal, to the school district to make such donations through the district's foundation. In its sole discretion, the board of education may accept donations when they are consistent with the district's mission and objectives. When the board accepts a donation, it shall become the sole property of the district. The donation will be under the complete control of the board which will not have any obligation to replace it if it is destroyed or becomes obsolete.

Adopted on: 1/12/09

Revised on:

Reviewed on:

POLICY 4018: INSURANCE

The board of education shall purchase such insurance as it deems appropriate to protect the district, the board as a corporate body, individual board members, appointed officers, employees, and volunteers from financial loss arising from any claim, demand, suit or judgment. The district may, but is not required to, solicit bids for insurance coverage. The board shall review its insurance coverage before its expiration date, or as need dictates.

Adopted on: 1/12/09

Revised on:

POLICY 4019: PURCHASING CREDIT CARD PROGRAM

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board shall determine the type of purchasing card or cards to be used in the program and shall contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses, district supplies, and materials. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$1,000.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Superintendent of Schools and Principal(s). The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees seeking reimbursement for a purchasing card purchase shall submit an itemized receipt *and* a purchasing card receipt to the school district. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. **A non-itemized credit card receipt alone is not sufficient.** Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) *shall* temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) *may* temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and District Bookkeeper shall conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: 09/15/14

Revised on: 07/10/17

Reviewed on: _____

POLICY 4020: PETTY CASH

The school district office shall have a petty cash fund for the purchase of materials, supplies, services, or other school related goods and services in circumstances requiring immediate payment.

Fund Custodians. The amount of the fund will not exceed \$8,000. The individuals holding the following employment positions shall be the custodians of each petty cash fund and shall administer and be responsible for them:

District Office: Superintendent's Secretary/District Bookkeeper

Petty fund disbursements may only be made with the authorization of the petty cash fund custodian or the superintendent.

Documentation. All petty cash fund disbursements are to be supported by an itemized receipt or other sufficient evidence that documents the expenditure. The itemized receipt or supporting documentation shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district. Expenses will be assigned to the proper budget account.

Unauthorized Purchases. In no event shall the petty cash fund be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Purchase Review Procedures. The superintendent, or his or her designee, and the school district treasurer shall conduct independent reviews of petty cash fund expenditures on a quarterly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board with petty cash fund documentation at least quarterly, that includes a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided by board policy or as otherwise allowed by law.

Reconciliation and Closeout. Each petty cash fund will be reconciled by the school district treasurer and closed out at the end of the fiscal year (June 30th). The petty cash fund will be reestablished by the board of education at its July meeting or at such other meetings as determined by the board.

Adopted on: 9/14/15

Revised on:

Reviewed on:

POLICY 4021: PROCUREMENT SUSPENSION AND DEBARMENT

For purposes of federal procurement and contracts utilizing federal funds, the District awards contracts only to responsible vendors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. The District may not subcontract with or award sub-grants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified.

Adopted on: 9/12/16

Revised on:

Reviewed on: 8/8/16